

PRE-HIRE INTERVIEW

INTERVIEW CONDUCTED BY: _____ DATE: _____

NAME: _____

EMAIL: _____

POSITION APPLYING FOR: _____

IF AIDE, CURRENT CERTIFICATE: _____

HAS CALLER EVER WORKED IN HOME CARE? YES NO

IF YES, WHERE: _____

IS CALLER CURRENTLY WORKING ANYWHERE? YES NO

IF YES, WHERE: _____

WOULD CALLER BE INTERESTED IN PER DIEM WORK WITH US? YES NO

IF YES, WHEN COULD THEY BE AVAILABLE TO DO ORIENTATION? _____

WHICH SCHOOL/PROGRAM DID YOU ATTEND TO OBTAIN YOUR CERTIFICATION/
LICENSE? _____

AGENCY POLICY: We cannot hire individuals with convictions listed as unemployable by the state.
Would anything be likely to show up on their criminal history check to prevent us from hiring?

DIRECT CARE STAFF INTERVIEW (PRE-Screening) Question work history, explain structured environment and ask problem solver, open ended questions (document responses).

1. Why are you interested in home care? _____

2. What would you say your clinical strengths are? How about areas that need improvement?

3. Describe your organizational and time management skills: _____

4. Describe how you deal with stressful situations: _____

5. Describe your interpersonal skills (with nurses, peers, MDs, patients, etc.): _____

6. What would you do if you arrive at a patient's home and he/she refused to let you in?
Brief verbal response: _____

7. What would you do if your patient fell and insists that you do not call for help and insists that they are ok?

8. How long do you think it is okay to hold onto paperwork for a patient?

9. How do you feel about scheduling an elderly patient's visit at 8 pm?

10. How would you respond if the Administrator calls you in to give you a written warning for something she has discovered happened?
